Project Management Fundamentals and Applications Training

Duration: **3 Day**

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Overview

By the end of this training, participants will understand the principles, processes, tools, and techniques of project management. They will be able to plan, execute, monitor, control, and successfully complete a project from start to finish.

Who Should Attend

Aspiring project managers, new project managers, team members, all employees involved in project processes, and anyone interested in learning about project management.

What You Will Learn

- Understand the fundamentals of project management
- Gain skills to plan a project from start to finish
- Develop competencies in execution and monitoring
- Use essential tools like WBS and Gantt charts
- Learn risk and stakeholder management approaches
- Increase awareness for successful project delivery

Outline

Module 1: Introduction to Project Management

- Project Concept and Characteristics:
  - Definition and core features (temporary, unique, specific goals)
  - Differences between projects and operations
  - Project lifecycle (initiation, planning, execution, monitoring & control, closure)
- Importance and Benefits:
  - Success factors
  - Efficient use of resources
  - Risk management
  - Customer satisfaction

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    - Competitive advantage
- Standards and Methodologies:
    - PMI and PMBOK® Guide
    - Agile methodologies (Scrum, Kanban)
    - Other approaches (Waterfall, Lean)
- Project Manager's Role and Responsibilities:
    - Leadership, communication, problem-solving, decision-making skills
    - Team management and motivation
    - Stakeholder management

Module 2: Project Initiation and Definition

- Project Idea Development and Evaluation:
    - Needs analysis
    - Feasibility studies
    - Creating a business case
- Setting Objectives (SMART Criteria):
    - Specific, Measurable, Achievable, Relevant, Time-bound
- Defining Project Scope:
    - Scope statement
    - Deliverables
    - Exclusions
- Stakeholder Analysis and Management Plan:
    - Identification, analysis, prioritization
    - Communication plan

Module 3: Project Planning

- Work Breakdown Structure (WBS):
    - Breaking down scope into manageable components
    - Deliverable-focused WBS principles
- Time Management:

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    - Activity definition and sequencing
    - Resource estimation
    - Duration estimation
    - Critical Path Method (CPM)
    - Gantt charts and other scheduling tools
- Cost Management:
    - Resource cost estimation
    - Budgeting
    - Cost control methods
- Quality Management:
    - Planning, assurance, and control
- Resource Management:
    - Human resource planning
    - Team formation and development
    - Planning and managing physical resources
- Risk Management:
    - Risk identification
    - Qualitative and quantitative analysis
    - Response planning
    - Monitoring and control
- Communication Management:
    - Identifying needs
    - Creating a communication plan
- Procurement Management:
    - Planning procurement
    - Supplier selection
    - Contract management

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Module 4: Project Execution

- Managing and Leading the Team:
  - Motivation and performance
  - Conflict management
  - Delegation and empowerment
- Executing the Plan:
  - Task assignment and tracking
  - Resource management
  - Ensuring quality standards
- Managing Communication:
  - Implementing communication activities
  - Sharing information and reporting
- Managing Stakeholder Relationships:
  - Interaction per communication plan
  - Managing expectations
  - Issue resolution

Module 5: Monitoring and Controlling the Project

- Tracking Performance:
  - Key performance indicators (KPIs)
  - Status reports
  - Performance analysis (Earned Value Management - EVM)
- Change Management:
  - Receiving, evaluating, and approving change requests
  - Change control process
- Monitoring Risks:
  - Tracking identified risks
  - Identifying new risks
  - Implementing response plans

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- Quality Control:
  - Monitoring deliverables and processes
  - Corrective and preventive actions
- Reporting and Informing:
  - Preparing and sharing progress reports
  - Reporting critical issues

Module 6: Project Closure

- Deliverable Acceptance:
  - Client or stakeholder approval
  - Preparing official closure documents
- Disbanding the Team:
  - Appreciation and feedback
- Post-Project Review (Lessons Learned):
  - Analyzing successes and failures
  - Deriving lessons for future projects
- Archiving and Documentation:
  - Organizing project records
- Financial Closure:
  - Finalizing and reconciling the budget

Training Methods:

- Presentations and theoretical sessions
- Case studies
- Group work and interactive discussions
- Hands-on exercises and simulations